

Message Text

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ACTION DRC-01

INFO OCT-01 AF-06 ISO-00 OPR-02 L-03 A-01 SS-15 MMS-04

H-02 SY-05 PER-03 PPTE-00 SP-02 AID-05 USIA-15 PC-05

FBIE-00 DODE-00 CIAE-00 INR-07 NSAE-00 SCSE-00 SCA-01

LOC-01 AGR-10 /089 W

----- 073934

P 040600Z AUG 75

FM AMEMBASSY NAIROBI

TO SECSTATE WASHDC PRIORITY 4362

UNCLAS SECTION 1 OF 3 NAIROBI 6641

E.O. 11652: N/A

TAGS: AINF, OGEN

SUBJ: IMPLEMENTATION OF THE PRIVACY ACT OF 1974.

REF: STATE 172353

1. THIS RESPONSE REFERS TO STATE, USIS, AND PC FILES
ONLY. AID IS REPORTING BY SEPARATE TELEGRAM.

2. RECORD SYSTEMS AT THIS POST WHICH MAY BE SUBJECT TO
PROVISIONS OF PRIVACY ACT ARE:

A. RECORD SYSTEM DESCRIPTION.

I. VOLUNTEER FILE.

II. PERSONNEL FILE.

III. PC KENYA MAINTAINS A FILE ON EACH PC VOLUNTEER.

WHILE WASHINGTON MAINTAINS THE OFFICIAL FILE OUR FILE
CONTAINS CORRESPONDENCE AND ISSUES RELATED TO THE VOLUNTEER IN
COUNTRY. CONTAINS CORRESPONDENCE, CURRICULUM VITAE AND
EVALUATIONS.

IV. PC FILE MANUAL REVISED MAY 1, 1975.

V. AVAILABLE TO PC STAFF, INDIVIDUAL VOLUNTEERS

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AND SECURITY OFFICE.

VI. FILE FOLDERS IN LOCKED FILE CABINETS. KEYS HELD BY PC STAFF. RECORDS ARE HELD FOR TWO YEARS AND THEN DESTROYED.

VII. JEREMIAH PARSON, ASSOCIATE DIRECTOR/ADMINISTRATION.

VIII. EVALUATIONS AND LETTERS FROM VOLUNTEER SUPERVISORS.

B. RECORD SYSTEM DESCRIPTION.

I. SHIPPING FILE

II. CONTAINS ADMINISTRATIVE INFORMATION REGARDING SHIPMENT OF PERSONAL HOUSEHOLD EFFECTS OF EMPLOYEES ASSIGNED TO POST.

III. SEE II.

IV. 6 FAM.

V. LOCAL PACKING AND SHIPPING COMPANIES WHEN REQUIRED TO FACILITATE DELIVERY.

VI. FILE FOLDERS BY NAME OF EMPLOYEE AND MAINTAINED IN REGULAR FOUR-DRAWER CABINETS. MATERIAL IS UNCLASSIFIED. RETAINED FOR TWO YEARS AFTER DEPARTURE OF EMPLOYEE.

VII. GENERAL SERVICES OFFICER.

VIII. PACKING AND SHIPPING COMPANIES.

C. RECORD SYSTEM DESCRIPTION.

I. INVENTORY FILE.

II. CONTAINS ADMINISTRATIVE INFORMATION REGARDING GOVERNMENT-OWNED FURNITURE AND APPLIANCES ISSUED TO EMPLOYEES ASSIGNED TO POST.

III. SEE II.

IV. 6 FAM.

V. NONE.

VI. FILE FOLDERS BY NAME OF EMPLOYEE AND MAINTAINED IN REGULAR FOUR-DRAWER CABINETS. MATERIAL IS UNCLASSIFIED. RETAINED FOR TWO YEARS AFTER DEPARTURE OF EMPLOYEE.

VII. GENERAL SERVICES OFFICER.

VIII. OBTAINED BY EMBASSY ISSUING AND INVENTORYING UNCLASSIFIED

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PROPERTY ISSUED TO EMPLOYEE.

D. RECORD SYSTEM DESCRIPTION.

I. CARD/FILE INDEX SYSTEM.

II. NAMES AND FILES OF THOSE PERSONS WHO REQUIRE BACKGROUND INVESTIGATIONS IN EITHER SEEKING EMPLOYMENT WITH THE U.S. GOVERNMENT OR CURRENTLY EMPLOYED BY STATE, USAID,

USIA, OR PEACE CORPS. IN ADDITION, BACKGROUND INVESTIGATION OF INDIVIDUALS WHO INTEND TO MARRY STATE, USAID, USIA, OR PEACE CORPS EMPLOYEES. SPECIAL INVESTIGATIONS INITIATED BY A/SY. INVESTIGATIONS CENTER UPON THOSE INDIVIDUALS WHO HAVE BEEN EMPLOYED, STUDIED OR RESIDED IN EAST AFRICA.

III. RESIDENCE, EMPLOYMENT, REFERENCES TESTIMONY, EDUCATION, POST FILES, POLICE RECORDS CHECKS.

IV. E.O. 10450
E.O. 10422 FOR CSC

V. AID- BACKGROUND FOR EMPLOYMENT AND INTENDED SPOUSES.

USIS - BACKGROUND FOR EMPLOYMENT AND INTENDED SPOUSES.

CSC - BACKGROUND FOR EMPLOYMENT.

FBI - SPECIAL INVESTIGATIONS.

DIS - SPECIAL INVESTIGATIONS.

VI. STORAGE - RECORDS CONTAINED ON INDEX CARDS AND IN FILE FOLDERS.

RETRIEVABILITY - BY NAME.

SAFEGUARDS - THE ONLY PERSONS AUTHORIZED TO REVIEW FILES ARE RSO STAFF AND RSS POSTED AT AMEMBASSY ADDIS ABABA. RECORDS ARE MAINTAINED IN SAFE CONTAINERS, EQUIPPED WITH S&G 3 WAY COMBINATION LOCKS. SAFE CONTAINERS LOCATED WITHIN A RESTRICTED AREA PROTECTED BY A CYPHER LOCK, KNOWLEDGE OF WHICH IS LIMITED TO RSO STAFF AND MSG.

VII. RSO FILES ARE MANAGED DIRECTLY BY RSO STAFF.

VIII. EDUCATIONAL, EMPLOYMENT, REFERENCES, ACQUAINTANCES, POLICE AND POST FILES.

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E. RECORD SYSTEM DESCRIPTION.

I. ASSISTANCE TO CITIZENS (AMERICANS) FILES.

II. FILES CONTAIN ALL DOCUMENTS RELATED TO THE ASSISTANCE RENDERED TO AMERICANS IN CASES OF: ARRESTS, FINANCIAL ASSISTANCE, WHEREABOUTS (SEARCHES), EMERGENCY LOANS GRANTED TO RETURN TO THE U.S., OR OTHER ASSISTANCE. FILE IS OPENED AT REQUEST OF ASSISTED INDIVIDUAL OR INTERESTED PARTY CONCERNED, I.E., FAMILY OR EMPLOYER.

III. CONTAINS INFORMATION RELATING TO EMERGENCY AND MANY INCLUDE: DESCRIPTION OF INDIVIDUAL, KNOWN ADDRESS, ITINERARY, LOCAL AND U.S. CONTACTS, EVIDENCE OF CITIZENSHIP. IN CERTAIN CASES, WHERE RELEVANT TO EMERGENCY, INFORMATION ON FINANCIAL RESOURCES, MEDICAL PROBLEMS,

POLICE AND COURT RECORDS MAY BECOME A PART OF FILE.
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INFO OCT-01 AF-06 ISO-00 OPR-02 L-03 A-01 SS-15 MMS-04

H-02 SY-05 PER-03 PPTE-00 SP-02 AID-05 USIA-15 PC-05

FBIE-00 DODE-00 CIAE-00 INR-07 NSAE-00 SCSE-00 SCA-01

LOC-01 AGR-10 /089 W
----- 073204

P 040600Z AUG 75
FM AMEMBASSY NAIROBI
TO SECSTATE WASHDC PRIORITY 4363

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IV. 7 FAM 423 (RECORDS MANAGEMENT HANDBOOK, APPENDIX B,
NO. 09307). 7 FAM 352.

V. INFORMATION IS AVAILABLE TO CONSULAR STAFF. IN
CERTAIN CASES, SELECTED INFORMATION IS MADE AVAILABLE TO
LOCAL POLICE AND IMMIGRATION AUTHORITIES (WHEREABOUTS
SEARCHES), AIRLINES OR HEW (REPATRIATION OF MENTALLY ILL
CITIZENS TO U.S.A.), OR OTHER FEDERAL AGENCIES IF THE
CITIZEN IS ELIGIBLE FOR ASSISTANCE FROM THOSE SOURCES.

VI. RECORDS STORED IN FILE FOLDERS, INDEXED BY NAME.
MATERIAL MAY CONSIST OF TELEGRAMS, LETTERS, OFFICIAL DOCUMENTS
OF COURT PROCEEDINGS, STATEMENTS BY DOCTORS, REPATRIATION
LOAN APPLICATION AND PROMISSORY NOTE AND NOTES OF INTERVIEWS
WITH INDIVIDUAL AND RELATED PARTIES. FILES ARE KEPT IN
BAR-LOCK CABINET AND USED ONLY BY CONSULAR OFFICERS AND
ADMIN. (BUDGET AND FISCAL STAFF), WHERE APPROPRIATE.
RECORDS ARE DESTROYED ONE YEAR AFTER CASE IS CLOSED.

VII. CONSULAR OFFICER.

F. RECORD SYSTEM DESCRIPTION.

I. IMMIGRANT VISA FILES

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II. RECORDS OF ALIENS WHO HAVE APPLIED FOR PERMANENT RESIDENT STATUS IN THE U.S. FILE IS DUPLICATE OF VISA CARRIED BY INDIVIDUAL AND GIVEN TO IMMIGRATION OFFICER AT PORT-OF-ENTRY IN U.S.

III. BIOGRAPHIC DATA ON APPLICANT, FINANCIAL AND EDUCATION DATA, POLICE RECORDS FROM PLACES OF RESIDENCE OF MORE THAN 6 MONTHS, COURT RECORDS, REPORT OF MEDICAL EXAM, RESULTS OF SECURITY CHECKS, PHOTOGRAPH.

IV. SECTION 222 OF THE IMMIGRATION AND NATIONALITY ACT OF JUNE 27, 1952.

V. INFORMATION AVAILABLE ONLY TO STATE DEPARTMENT AND IMMIGRATION SERVICE PERSONNEL. SERVES AS DUPLICATE OF ORIGINAL VISA IN EVENT OF LOSS OR NEED TO VERIFY INFORMATION IN ORIGINAL.

VI. RECORDS MAINTAINED IN BATCHES BY MONTH OF ISSUE, INDEXED WITHIN EACH MONTH BY INDIVIDUAL NAME. STORED IN BAR-LOCK CABINET AND USED ONLY BY CONSULAR STAFF PERSONNEL. RECORDS ARE DESTROYED ONE YEAR AFTER ISSUE.

VII. CONSULAR OFFICER.

G. RECORD SYSTEM DESCRIPTION.

I. CONSULAR REGISTRATION FILES.

II. INDIVIDUAL RECORDS OF AMERICAN CITIZENS RESIDENT IN OR TRAVELLING THROUGH KENYA (SEYCHELLES, UGANDA, PARTS OF TANZANIA AND ZAIRE) WHO HAVE REGISTERED OR OBTAINED PASSPORT OR CITIZENSHIP SERVICES AT THIS POST.

III. NAMES OF FAMILY MEMBERS, DATE AND PLACE OF BIRTH, PARENTS' NAMES, EMERGENCY AND LOCAL ADDRESS. RECORD OF U.S. PASSPORTS ISSUED, BIRTH OF U.S. CITIZEN CHILDREN, LOSS OF U.S. CITIZENSHIP. PHOTOGRAPH.

IV. E.O. NO. 8822 DATED JULY 11, 1941, SUPERSEDED BY E.O. 11295 DATED AUGUST 5, 1966.

V. INFORMATION AVAILABLE ONLY TO STATE DEPARTMENT
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PERSONNEL FOR: VERIFYING RECORD OF CITIZENSHIP OF INDIVIDUAL,
LOCATING INDIVIDUALS IN CASE OF EMERGENCY.

VI. RECORDS STORED IN CARD FILE, INDEXED BY NAME.
STORED IN BAR-LOCK CABINET AND USED ONLY BY CONSULAR STAFF
PERSONNEL. RECORDS ARE DESTROYED 5 YEARS AFTER INDIVIDUAL
REPORTED TO HAVE LEFT CONSULAR DISTRICT.

VII. CONSULAR OFFICER.

H. RECORD SYSTEM DESCRIPTION.

I. FEDERAL BENEFITS AND SERVICES CASE FILES.

II. RECORDS OF INDIVIDUALS RESIDING IN CONSULAR DISTRICT
WHO RECEIVE BENEFITS FROM FEDERAL AGENCIES.

III. INDIVIDUALS NAMES, LOCAL ADDRESSES, SOCIAL SECURITY
NUMBERS, VETERANS ADMINISTRATION ACCOUNT NUMBERS, AND
INFORMATION ON TYPE OF FEDERAL BENEFITS RECEIVED ARE ON
FILE.

IV. 7 FAM 201, 22 U.S.C. 846.

V. INFORMATION IS AVAILABLE TO CONSULAR PERSONNEL AND
THE FEDERAL AGENCY CONCERNED. AT THE INDIVIDUAL'S REQUEST
INFORMATION MAY BE GIVEN TO ANOTHER INTERESTED PARTY, I.E.,
SCHOOLS.

VI. FILES CONTAIN COMMUNICATIONS TO AND FROM THE
SOCIAL SECURITY ADMINISTRATION, VETERANS ADMINISTRATION AND
OTHER GOVERNMENT AGENCIES, PRIVATE INDIVIDUALS AND LOCAL
GOVERNMENT OFFICIALS, CONCERNING SUCH MATTERS AS CHECKS,
PHYSICAL EXAMINATIONS AND OTHER MATTERS PERTAINING TO PERSONS
APPLYING FOR OR RECEIVING FEDERAL BENEFITS AND SERVICES FROM
THE U.S. GOVERNMENT. INCLUDES COPIES OF TRANSMITTAL LETTERS,
COVERING FORMS, REPORTS AND OTHER ITEMS SENT TO OR RECEIVED
FROM FEDERAL AGENCIES OF THE UNITED STATES. INCLUDES
RECORDS OF CHECK DELIVERY. ALSO, RECORDS OF ROUTINE CHECK
DELIVERY KEPT ON CARDS ARE RETRIEVABLE BY INDIVIDUAL NAME.
BAR-LOCK CABINET IS USED FOR STORAGE. CORRESPONDENCE
DESTROYED AFTER ONE YEAR.

VII. CONSULAR OFFICER.

I. RECORD SYSTEM DESCRIPTION.

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I. AMERICAN EMPLOYEE PERSONNEL FILES.

II. U.S. GOVERNMENT EMPLOYEES OF STATE,
USIA, LIBRARY OF CONGRESS, FOREIGN AGRICULTURE SERVICE, DIA,
MAAG, NAMRU, NASA, DOD, USMC, AND PEACE CORPS ASSIGNED IN
NAIROBI, BUJUMBURA, BLANTYRE, TANANARIVE, LUSAKA, MOGADISCIO,
DAR ES SALAAM, KHARTOUM, ADDIS ABABA, AND KIGALI. THE

AGENCIES LISTED ARE NOT REPRESENTED AT ALL OF THESE POSTS.

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ACTION DRC-01

INFO OCT-01 AF-06 ISO-00 OPR-02 L-03 A-01 SS-15 MMS-04

H-02 SY-05 PER-03 PPTE-00 SP-02 AID-05 USIA-15 PC-05

FBIE-00 DODE-00 CIAE-00 INR-07 NSAE-00 SCSE-00 SCA-01

LOC-01 AGR-10 /089 W

----- 073170

P 040600Z AUG 75

FM AMEMBASSY NAIROBI

TO SECSTATE WASHDC PRIORITY 4364

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III. EDUCATIONAL BACKGROUND IN SOME INSTANCES, TRAVEL AUTHORIZATIONS WITH SOCIAL SECURITY NUMBER, NAMES OF DEPENDENTS, HOME LEAVE ADDRESSES, GRADES AND SALARIES, VOUCHERS CLAIMING REIMBURSEMENT FOR OFFICIAL REPRESENTATION EXPENSES, TRAVEL COUCHERS, PERSONNEL ACTIONS SHOWING TITLE, GRADE AND SALARY, ALLOWANCE GRANTS, W-4 EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE, TRANSPORTATION VOUCHERS, VOUCHERS CLAIMING REIMBURSEMENT FOR MEDICAL EXPENSES.

IV. STATE AND USIA.

A). FOREIGN SERVICE ACT OF 1946, AS AMENDED
(22 U.S.C. 911 AND 912, AND 1156 THRU 1159). SEE 3 FAM 681.3.

B). BUDGET & ACCOUNTING PROCEDURES ACT OF 1950 AS AMENDED (31 U.S.C. 65 AND 66, PUBLIC LAW 84-863 (31 U.S.C. 66A (C), SECTION 3679, REVISED STATUTES (ANTI-DEFICIENCY ACT), AS AMENDED (31 U.S.C. 665), SECTION 1311, SUPPLEMENTAL APPROPRIATIONS ACT OF 1955 (31 U.S.C. 200), FEDERAL PROPERTY AND ADMINISTRATIVE SERVICES ACT OF 1949, AS AMENDED (40 U.S.C. 471), PUBLIC LAW 84-863 (31 U.S.C. 66A (C)), FOREIGN SERVICE ACT OF 1946, AS AMENDED (22 U.S.C. 801). SEE 4 FAM 010.

C) FOREIGN SERVICE ACT OF 1946, AS AMENDED, TO THE
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DIRECTOR, USIA UNDER REORGANIZATION PLAN 8, 1953 AND EXECUTIVE
ORDER 10477 DATED AUGUST 1, 1953. SEE 6 FAM 110.1.

D). FOR MILITARY: JOINT TRAVEL REGULATIONS
AND TITLE 37, U.S.C.

E). FOR PEACE CORPS: SECTION 3679 OF REVISED
STATUTES, AS AMENDED (31 U.S.C. 665).

V. A). INFORMATION MADE AVAILABLE TO USIA, ACTION,
LOC, FAS, DIA, MAAG, NAMRU, NASA, DOD, AND USMC HEADS OF
AGENCIES IF REQUESTED AND EMPLOYEES OF EACH PARTICULAR
AGENCY INVOLVED IN ACCOUNTING SYSTEMS AND FINANCIAL
REPORTING.

B). PURPOSE OF DISCLOSURE IS IN CONNECTION WITH
ACCOUNTING REQUIREMENTS AND PROCEDURES.

VI. A). STORAGE, - RECORDS MAINTAINED IN HARD COPY
IN FILE FOLDERS.

B). RETRIEVABILITY - FILES MAINTAINED BY NAME IN
ALPHABETICAL ORDER.

C). SAFEGUARDS - FILES ARE UNCLASSIFIED AND NOT
LOCKED BUT OFFICE IS LOCKED ATNIGHT. LOCAL EMPLOYEES
WITH ACCESS TO FILES ARE CLEARED BY EMBASSY SECURITY OFFICER.

D). RETENTION AND DISPOSAL - RETAINED IN THE OFFICE
TWO YEARS AFTER EMPLOYEE HAS TRANSFERRED. FILES ARE THEN
RETIRED TO WAREHOUSE FOR STORAGE AND DESTROYED ONE YEAR
LATER.

VII. DIRECTOR, REGIONAL BUDGET AND FINANCE OFFICE

VIII. NOT APPLICABLE
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Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 04 AUG 1975
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1975NAIROB06641
Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D750269-0055
From: NAIROBI
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1975/newtext/t19750885/aaaacxht.tel
Line Count: 427
Locator: TEXT ON-LINE, ON MICROFILM
Office: ACTION DRC
Original Classification: UNCLASSIFIED
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Reference: 75 STATE 172353
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Review Authority: hartledg
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Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
06 JUL 2006

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To: STATE
Type: TE
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006